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*Draft*

MEMORANDUM FOR:

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SUBJECT : Future Construction

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REFERENCE : Memorandum for [REDACTED] Dated 14 December 1966  
Memo dtd 14 Dec. 66 from [REDACTED] to DD/S,  
Subject: [REDACTED] Development Plan-  
Feasibility Study

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1. The memorandum referred to submitted the [REDACTED] Development Plan for information and review. This plan recommended phased construction of a variety of facilities over a five-year period.

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2. I would like to recommend very strongly, that in your planning and budgeting for the design and construction of these facilities, you schedule and fund the design in the Fiscal Year prior to that in which you plan to fund the construction. Doing so has several significant advantages. Specifically:

a. There is time for thorough design, including *adequate* adequate time for review of the preliminary and final design. This will insure that the project as designed provides all features required by the users.

b. The more precise cost estimate prepared concurrently with the design will permit more accurate budgeting action. It will also permit corrective action if the cost exceeds any limitations imposed.

c. Designs completed relatively early in the design Fiscal Year say by 1 March would permit unprogrammed advertising and award of the construction contract, should funds unexpectedly become available toward the end of the Design.Fiscal Year.

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d. Projects can be advertised and the construction contracts awarded at the earliest practical date in the Fiscal Year in which the construction is programmed and funded. This insures obligation of the funds prior to the end of the Fiscal Year, and at the same time provides for completion of construction at the earliest possible date.

3. In view of the above, I certainly feel it is advantageous to both the user and the Agency to budget for design of the facilities in the Fiscal Year prior to that in which the actual construction is budgetted.

4. I would appreciate being advised of any comments or observations that the Director of Communications or the Deputy Director of Support may have made as to the suitability and adequacy of the 5 year plan as a basis for planning the future development of the [REDACTED].

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Such Information would better enable us to support you in planning future construction programs.

5. If the Real Estate and Construction Division/OL can be of any assistance at this time in planning the proposed construction program phase let us know.

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